Education Unique ID (EDUID)

End User

Quick Reference Guide

November 2010

State Department of Education

General FAQ

What is an EDUID?

The Education Unique Identifier (EDUID) is used to assign and verify unique IDs for individuals associated with educational programs in the state of Idaho, students and staff.

What is the EDUID Application?

The EDUID application allows creates and verifies the EDUIDs assigned to a person in the education system in the state of Idaho.

Who would use the EDUID Application?

Superintendent, School Administrator, Program Information Manager, Registrars, or their designee.

Why would I use the EDUID Application?

To verify or request an EDUID for a person.

Where is the EDUID Application?

https://apps.sde.idaho.gov/EDUID

How do I get access to use the EDUID Application?

Complete the *Request for Access to the Idaho State Department of Education Data Systems Applications*. Please fax to 208.332.6878 and mail the original to SDE.

https://apps.sde.idaho.gov/EDUID/Content/files/Access_to_SDE_Data_Systems.pdf

Getting Started

- Access the main EDUID site - https://apps.sde.idaho.gov/EDUID2

- Left click the Log On button in the upper right corner

Logging On

- Enter your Username – usually the same as your email address

- Use the 'tab' button to get to the Password box, enter your Password – remember it is case sensitive

- Left click on the Log On button

DIVISIONS   PROGRAMS   COMMUNICATION   RESOURCES   DATA COLLECTION   ADMINISTRATORS

IDAHO
STATE DEPARTMENT OF EDUCATION

Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the Registration page. There is also a page to assist you if you lost your password.

Account Information
Username: sdetester123@gmail.com

Password: •••••••••

Log On

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

Problems Logging In?

- Forgot your password?

- Need to create an account?

- If you are having problem logging in, click here for instructions.

Welcome to EDUID

There are three main sections to the EDUID tool:

- Verify EDUID – allows user to validate the EDUID to ensure it is the right person

- Request EDUID – manual process to input information to create an EDUID for one person at a time

- Upload – this is the file upload process to create and match many records of EDUID's at one time
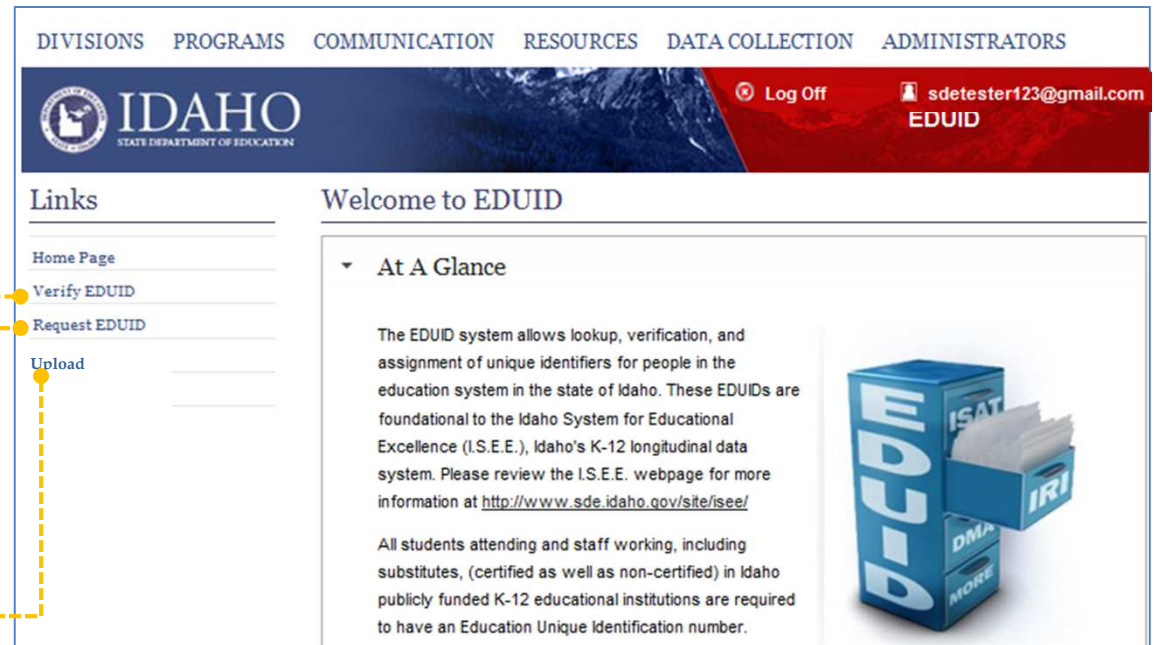
Note:
- Only the menu items that you have permission to are visible, if you do not have permission to Upload then you will not see that link.

Verify EDUID

To verify an EDUID against a person's data, enter the following: EDUID, Given Name(s), Family Name(s) and Birth Date.

- Name is not case sensitive
- Gender is not required

- EDUID – Enter the person's unique Idaho education identifier

- Given Name(s) – Enter the legal given name(s). Include the first name, all middle names, and name suffix such as Jr. or III.

- Family Name(s) – Enter the legal family name(s). You should enter the last name(s) or surname(s) for family names. Compound names, and names composed of paternal surname plus maternal surname are allowed and encouraged. If the person is from a culture having no family/last/surname, then repeat the given name as the family name. *(See next page for examples)*

Name Examples

Here are some examples to help with the name input

If Name is…	Input as…	
Full Name	Given Name(s)	Family Name(s)
Jonathan Michael Porter	Jonathan Michael	Porter
Rosa Maria Martinez Portillo	Rosa Maria	Martinez Portillo
John Many Horses	John	Many Horses
Fatima Abdullah Al-Ahmed	Fatima	Abdullah Al-Ahmed
Harold William Henry Franklin IV	Harold William Henry IV	Franklin
Nina Miller-Jensen	Nina	Miller-Jensen

Verify EDUID (continued)

- **Gender** – Optional, select Unknown, Male or Female

- **Birth Date** – Birth dates can be entered in any of several formats, as demonstrated by these examples, but require they all start with Month then Day then Year (MM/DD/YYYY):

  - 5/21/1999   M/DD/YYYY
  - 5/21/99   M/D/YY
  - 4-20-1999   M-DD-YYYY
  - 4-20-99   M-DD-YY

- **Verify EDUID** – Left click to submit the verification request

Verification Results

- If the information matches in the EDUID database, you will get this message

- If it does not match, you will get this message

Incorrect Input Format

- An error message will display if a field has been input incorrectly – in this case the Birth Date was entered incorrectly as displayed by the red box around the field

Request EDUID

The application compares the submitted name and other information with the current data contained in the Idaho SDE database and will return one of three possible results.

1. *Single match – return EDUID –* If submitted person information is very similar to a person already in the database, a match is made and the EDUID is returned to the submitter (either displayed on the screen, or in a CSV file).

2. *Multiple possible matches – select one or create a new EDUID entry -* If submitted person information record is similar to multiple people already in the database, then the submitter is asked to determine if the match to an existing person should be made (a close match(s) is displayed) or a new record and identifier should be created. Once the determination is made, the associated EDUID is returned to the requester.

3. *No existing match – create new EDUID –* If submitted person information is NOT sufficiently similar to a person already in the database, a new record and EDUID is created and the EDUID is returned to the submitter (automatically, without input from the submitter).

Request EDUID – Single Match

Information entered returns a single match

Request EDUID

Person Attributes

Given Name(s): David   (first AND middle names)

Family Name(s): Wilson

Gender: Male

Birth Date: 12/1/55

[Request EDUID]

EDUID Search Results

Person Attributes

Given Name(s): **David**

Family Name(s): **Wilson**

Gender: **Male**

Birthdate: **12/1/1955**

Search Result
The person below matched the provided data.

EDUID	Given Names	Family Names	Gender	Birthdate
DEMO13653	David	Wilson	Male	12/1/1955

[Modify Search] [New Search]

Request EDUID – Multiple Possible Matches

Information entered returns a multiple possible matches, must select appropriate one, or create a new EDUID record.

Request EDUID – No Match

Information entered returns a no matches, must create new EDUID record.

Request EDUID

Person Attributes

Given Name(s):	Jane (first AND middle names)
Family Name(s):	Smith
Gender:	Female
Birth Date:	11/1/2002

[Request EDUID]

EDUID Search Results

Person Attributes

Given Name(s): **Jane**

Family Name(s): **Smith**

Gender: **Female**

Birthdate: **11/1/2002**

Search Result
No match found.

[Modify Search] [New Search]

If you need an EDUID for this person, clicking the button below will generate a new ID and create a new person record using the data you entered.

[Generate New EDUID]

EDUID Search Results

Person Attributes

Given Name(s): **Jane**

Family Name(s): **Smith**

Gender: **Female**

Birthdate: **11/1/2002**

Search Result
The person's EDUID is displayed below.

EDUID	Given Names	Family Names	Gender	Birthdate
DEMO25271	Jane	Smith	Female	11/1/2002

15

Data Upload Tool

- *Process Overview*
- *Upload Template and File Format*
- *Download Format*
- *Upload Process*
- *Downloading Results*
- *Resolving Issues (Multiple Matches)*
- *Fixing Errors*

.CSV File Upload Workflow
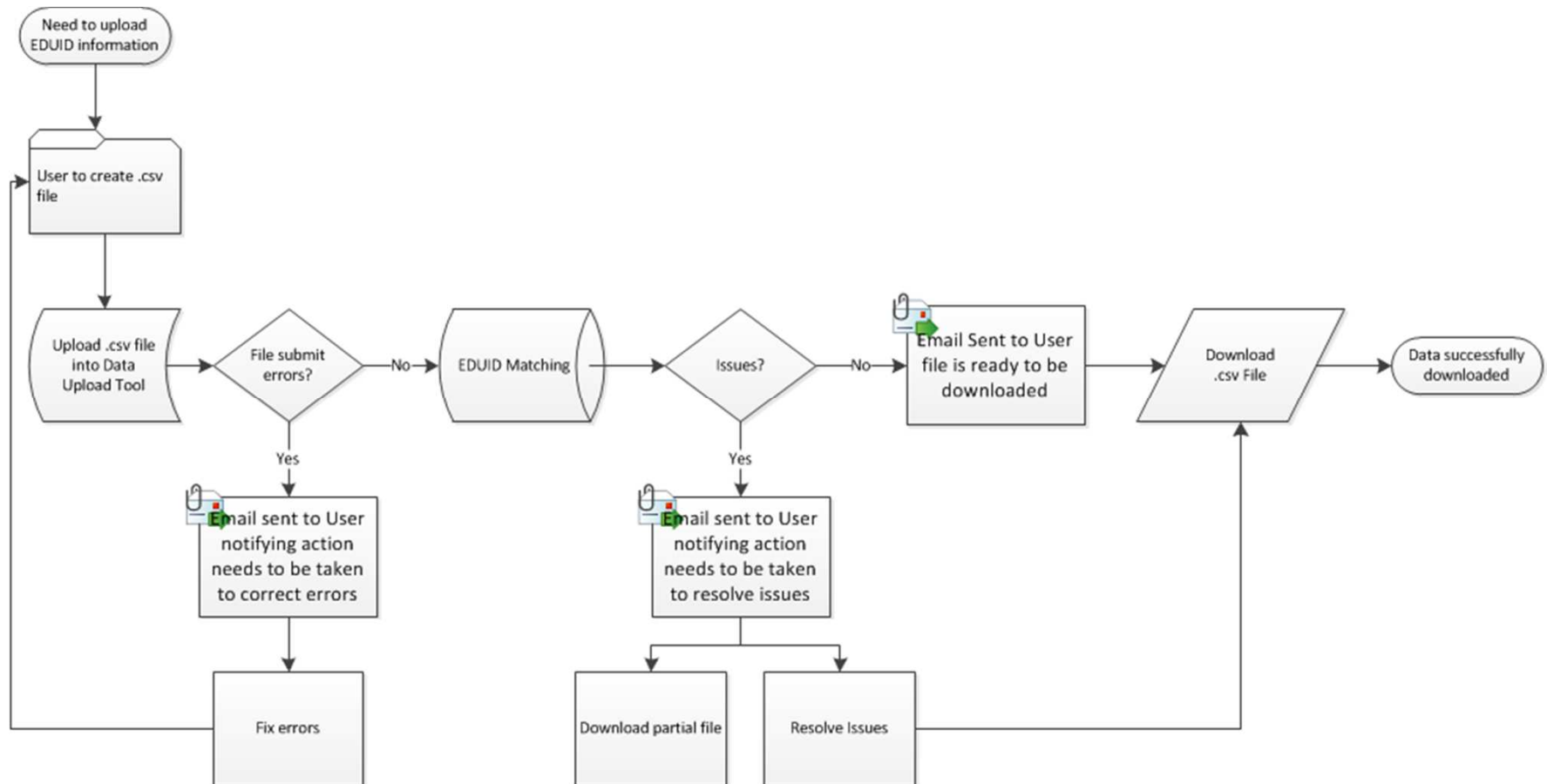
Data Upload Template

- The Data Upload Tool allows a user to upload a comma delimited .csv file with multiple records to verify and create EDUIDs.

- Here is an example of the file format and column headings.

LocalPersonId	EduId	SocSecNumber	FirstName	MiddleName	LastName	Birthdate	Gender
123456	123456789	123-45-6789	Joe		Blackwood	1/1/2010	M
123457	123456788	123-45-6790	Susie		Jones	12/31/1999	f
123458	123456787	123-45-6791	Nina		Miller-Jensen	11/1/1998	female
123459		123-45-6792	John		Many Horses	3/27/2005	Male
123460		123-45-6793	Rosa	Maria	Martinez Portillo	8/4/2002	Female
123461			Lisa	Ann Marie	Smith	6/20/1985	F
123462			Joseph Jr.	John	Wilson	1/5/2000	m
123463			Bre-Anna	Maree	Johnson	10/30/1994	f
123464			Ryan	David	O'Leary	3/17/2000	male
123465			Shelly Ann	Marie	Swanson	4/5/1967	f
123466			Jo-Lynn		Chapman	2/8/1993	f
123467			JimBob		Smiley	11/5/1977	M

Required Fields

- The SDE does not store the SS# in the original format. It is stored using a hash algorithm.

- The order of the columns does not matter as long as all of these columns are included with these exact heading names.

- Note that Gender is required in the file upload, but optional in the screen input mode.

Sample File Format

- This is what the uploaded file looks like in the .csv format

    LocalPersonId,EduId,SocSecNumber,FirstName,MiddleName,LastName,Birthdate,Gender
    123456,123456789,123-45-6789,Joe,,Blackwood,1/1/2010,M
    123457,123456788,123-45-6790,Susie,,Jones,12/31/1999,f
    123458,123456787,123-45-6791,Nina,,Miller-Jensen,11/1/1998,female
    123459,,123-45-6792,John,,Many Horses,3/27/2005,Male
    123460,,123-45-6793,Rosa,Maria,Martinez Portillo,8/4/2002,Female
    123461,,,Lisa,Ann Marie,Smith,6/20/1985,F
    123462,,,Joseph Jr.,John,Wilson,1/5/2000,m
    123463,,,Bre-Anna,Maree,Johnson,10/30/1994,f
    123464,,,Ryan,David,O'Leary,3/17/2000,male
    123465,,,Shelly Ann,Marie,Swanson,4/5/1967,f
    123466,,,Jo-Lynn,,Chapman,2/8/1993,f
    123467,,,JimBob,,Smiley,11/5/1977,M

Upload File Format and Input Requirements

- The following table describes each column header, whether it is required and the input format for the .csv upload file.

- Please note that multiple names can be entered into the FirstName, MiddleName and LastName fields

- The Birthdate must be in MM/DD/YYYY format including the slashes

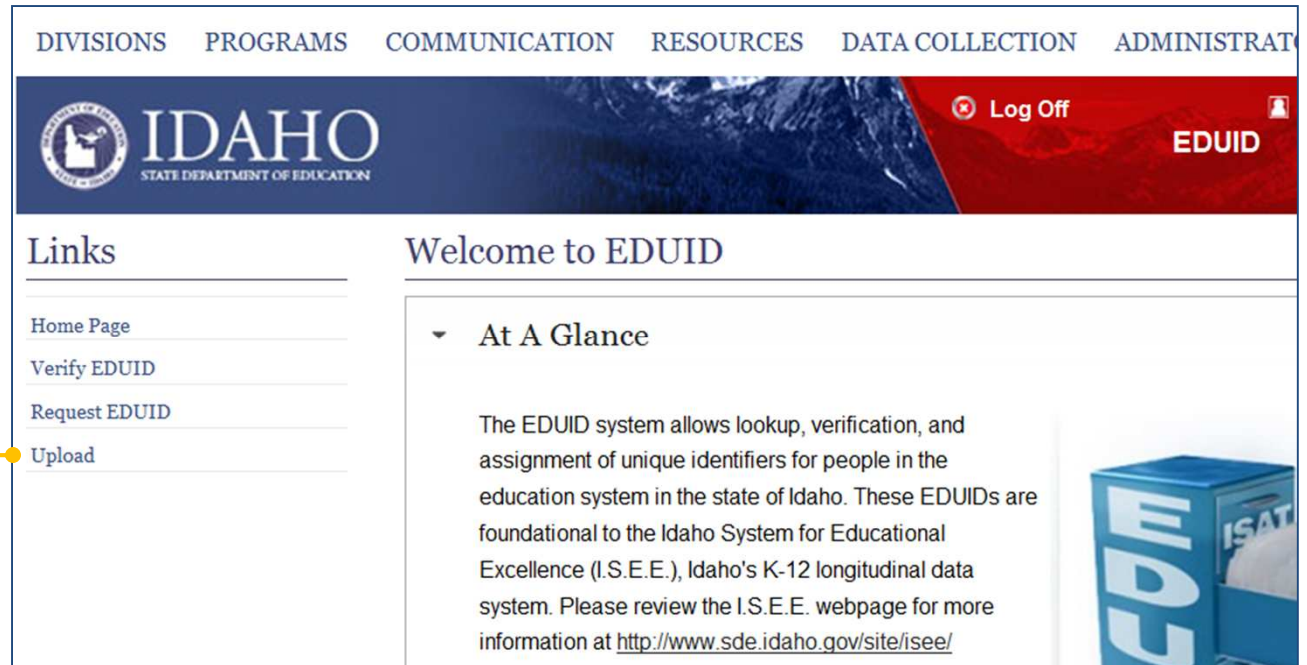| Column Name	Required Y/N	Specific format	Character Length	Comments
LocalPersonId	N	alpha-numeric	15	Not required but strongly suggested
EduId	N	Alpha-numeric	9	Not required but better match if included
SocSecNumber	N	xxx-xx-xxxx or xxxxxxxxx	11	Dashes – are optional
FirstName	Y	text	150 including spaces	Can accept mulitple names
MiddleName	N	text	150 including spaces	Can accept mulitple names
LastName	Y	text	150 including spaces	Can accept mulitple names
Birthdate	Y	mm/dd/yyyy	10	Must include the slashes /
Gender	Y	text	10	m, M, male, or Male f, F, female, or Female

Download Overview

- Once the uploaded file has completed the matching process the file will be available for download. If there are issues that need to be resolved, a partial file will be available to be downloaded. The complete file will be available for download once all the issues have been resolved.
    - Error – an improperly formatted data record or missing data in a required field, **occurs during the upload/import process**
    - Issue – occurs when there is more than one possible match, **occurs during the EDUID matching process after the file has passed the import validation**

- Records that have issues that need to be resolved will be displayed with a link to a Multiple Match Summary screen for the user to resolve. Some issues may require further investigation before they can be resolved.

- An email will be sent to the user that uploaded the file when the file has moved to a state that requires action by the user. For example, Resolve Issues, Download.

- You can download the .csv file from the same place where it was originally uploaded.

Data Upload

- To get to the Upload page, click on the Upload link

- If you do not have permissions to Upload files, you will not see the link

Data Upload

- If you only have permissions to upload for one Provider – then you will be taken directly to the Browse screen to browse and upload your file
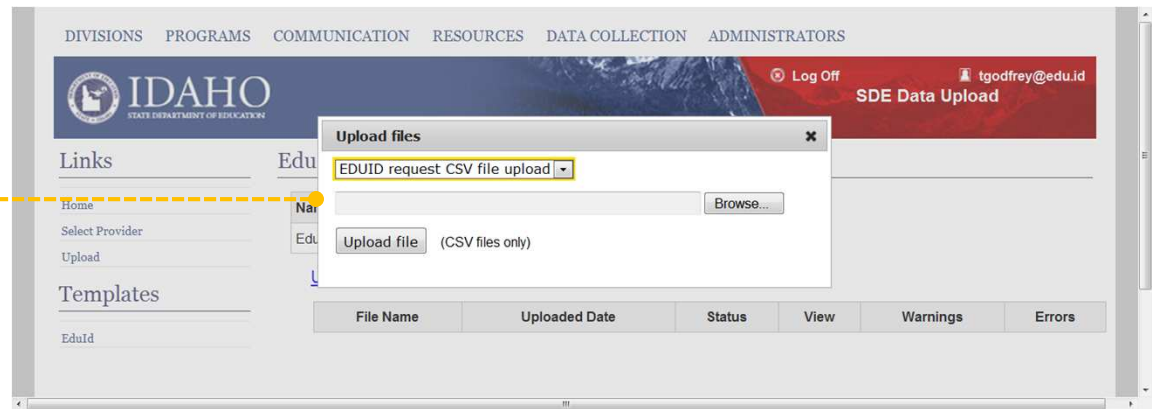
- If you have permissions to upload for more than one Provider, you will go to this page, click Select Provider to begin the upload process
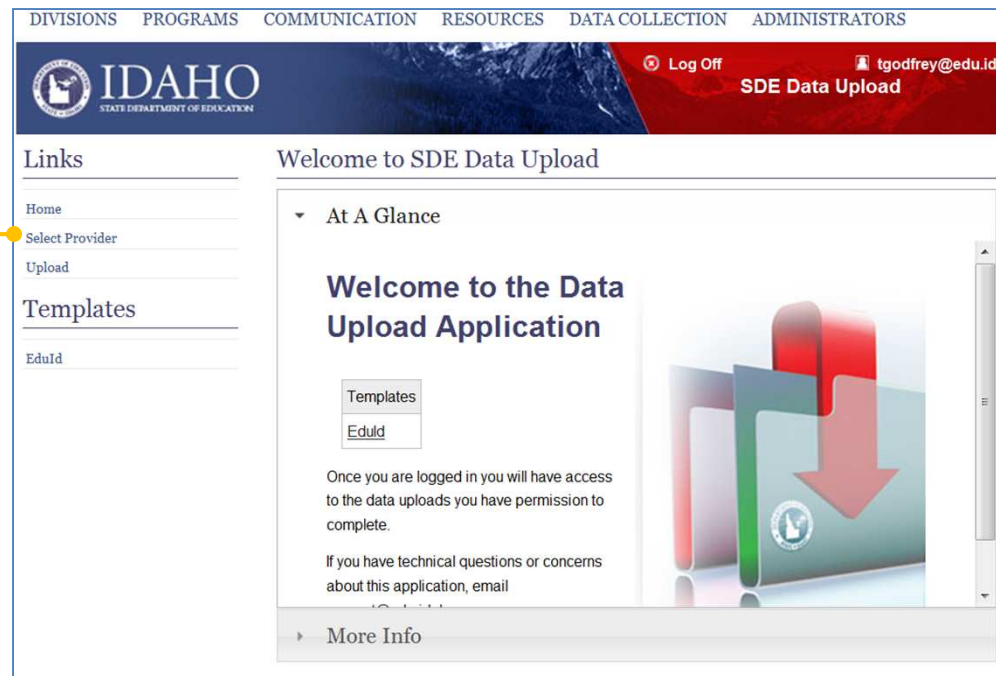
Data Upload

- Once you log on you will see the templates you have access to use

- Click on the template link to open the .csv file

Data Upload

- Click on Select Provider

Select Provider

- State typing your Provider Name and select it from the drop list once it appears

- Once you have selected the Provider you want the Select button will become active

- Click Select

Browse For File to Upload

- Click on the EduId link on the record that says Waiting For Upload to start a new EDUID file upload

University of Idaho

Name	School Year	Allowed Upload Dates	Upload Begun	Status
EduId	(n/a)	(n/a)		Waiting For Upload

1

- Click the Browse button to find the file you want to upload

Upload files

EDUID request CSV file upload

Browse...

Upload file   (CSV files only)

Select File to Upload

- Select the file you want to upload and click Open
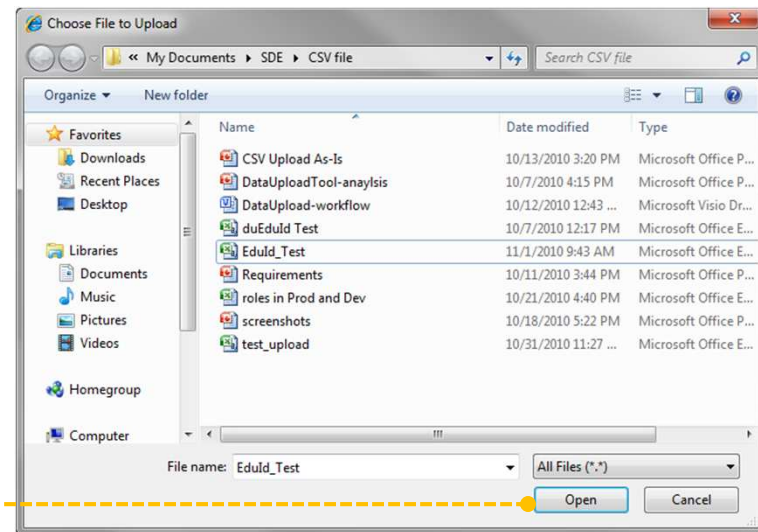
- Select Upload file button
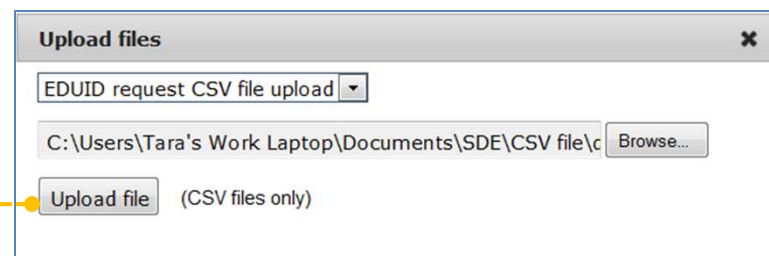
Uploading Status

- File will process through various stages during the uploading and matching process

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:23:54 PM	Importing

File Name	Uploaded Date	Status	View	Warnings	Errors
duEduId Test.csv	11/1/2010 2:23:54 PM	Valid			

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:37:43 PM	Started

- When the status requires an action from the user, it will be presented as a clickable hyperlink and the user will be sent an email notification

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:29:01 PM	Resolve Issues

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:23:54 PM	Complete - Results

Checking the Status

- Once the file has completed the upload and matching process the status will be set to Complete – Results and the link will take you to the downloadable file

- If Errors occurred during the upload process you would see message in this section

EduId - University of Idaho

Name	School Year	Upload Begun	Status
Eduld	(n/a)	11/1/2010 2:23:54 PM	Complete - Results

File Name	Uploaded Date	Status	View	Warnings	Errors
duEduld Test.csv	11/1/2010 2:23:54 PM	Valid			

- If there are Issues (multiple matches) a partial file of Results will be available for download and a link will appear to Resolve Issues

EduId - University of Idaho

Name	School Year	Upload Begun	Status	
Eduld	(n/a)	11/29/2010 11:47:43 AM	Resolve Issues	Results

File Name	Uploaded Date	Status	Download	View	Warnings	Errors
Eduld_Test.csv	11/29/2010 11:47:43 AM	Valid				

Summary of File History

- This list shows a quick snapshot of the files in the upload history and the status of the upload

- Click on the EduId link or the link in the Status to determine next action necessary

University of Idaho

Name	School Year	Allowed Upload Dates	Upload Begun	Status	
EduId	(n/a)	(n/a)		Waiting For Upload	
EduId	(n/a)	(n/a)	11/29/2010 1:58:41 PM	Complete	Results
EduId	(n/a)	(n/a)	11/29/2010 1:26:14 PM	Complete	Results
EduId	(n/a)	(n/a)	11/29/2010 12:50:06 PM	Complete	Results

Download Results

- To download the file results, click on the link Complete – Results

- Select Save

- Enter the file name and location and click Save
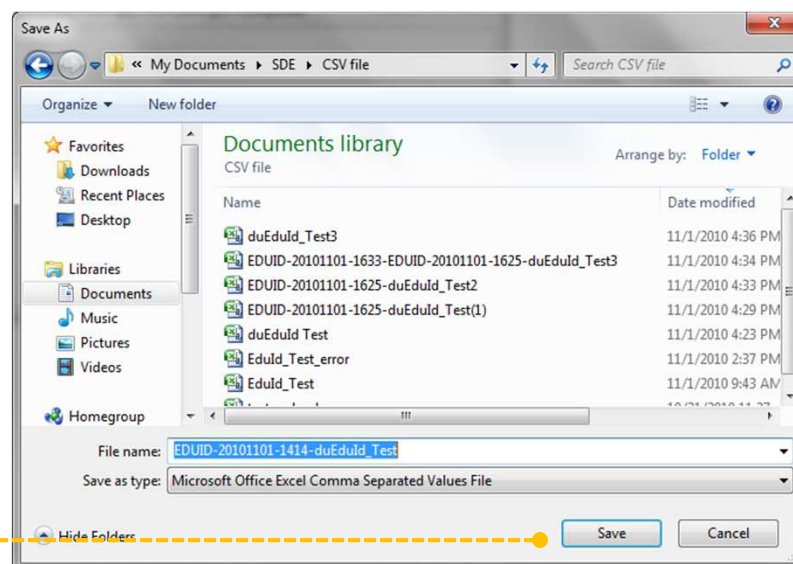
Viewing Results

- When you open the results in Excel the file will look the same, except that the EDUID's will be complete

- It is important to import this data file back into your Student Information System to ensure the data accurately matches that of the CORE data at SDE.

	A	B	C	D	E	F	G	H
1	LocalPersonId	EduId	FirstName	MiddleName	LastName	BirthDate	Gender	
2	1234	demo39198	Zayne	Bobby	Wilkinson	1/11/2002	M	
3	5678	demo65761	Shayne	Lobby	Filkinson	1/13/2001	M	
4								

Viewing Partial Results

- If the file has Issues that need to be resolved, only a partial file will be available for download until all issues have been resolved

- It is important to resolve the issues and complete the process otherwise the file will remain in an active status

	A	B	C	D	E	F	G	H	I
	LocalPersonId	EduId	SocSecNumber	FirstName	MiddleName	LastName	BirthDate	Gender	
	1234			Zayne	Bobby	Wilkinson	1/18/2003	M	
	5678			Shayne	Lobby	Filkinson	1/30/2003	m	
	2222			Mary		Stark	5/13/2000	F	
	1234			Zayne		Smith	1/1/2003	M	
				Zayne		Wilkinson	1/18/2003	M	
				Mary	A	Stark	5/13/2000	F	

Original uploaded file

Name	School Year	Upload Begun	Status	
EduId	(n/a)	11/29/2010 11:47:43 AM	Resolve Issues	Results

File Name	Uploaded Date	Status	Download	View	Warnings	Errors
EduId_Test.csv	11/29/2010 11:47:43 AM	Valid				

- Partial file results in Excel

	A	B	C	D	E	F	G	H	
	LocalPersonId	EduId	FirstName	MiddleName	LastName	BirthDate	Gender		
	5678	223768474	Shayne	Lobby	Filkinson	1/30/2003	M		
	1234	721982625	Zayne		Smith	1/1/2003	M		

Partial downloaded file

Resolve Issues

- Once the file has completed the importing process, the EDUID matching process begins

- There are a few possible match results:
  - One match
  - Multiple match
  - No match – create new

- The file will move to a status of Resolve Issues if there are multiple match possibilities that need to be manually resolved

- Click on the Resolve Issues link

Multiple Matches

- For each record where there is more than one possible match – you will get a summary of the possible matches and you will need to pick the appropriate one to use for EDUID.

- Until all issues are resolved, the entire file will be held up for processing and not available for download.

- Pick the entry that is correct and click Select

  - Note that it may require further investigation to determine which is the correct record to select, including confirming with other Providers

- If none of the suggested entries are the correct match, select None of the above, create new EDUID

- Click Select

File Detail

File Detail

File Name	File Status	# Rows	# Multiple Matches	Recieved Date
Eduld_Test.csv	Valid	6	4	11/29/2010 11:47:43 AM

Multiple Matches Summary

	Lea StudentID	Given Name	Family Names	Gender	BirthDate
Multiple Match	1234	**Zayne Bobby**	**Wilkinson**	**Male**	**1/18/2003**
	●	Zayne Bobby	Wilkinson	Male	1/18/2003
	○	Zayne Isacc	Wilkinson	Male	1/18/2003
	○	Zayne	Wilkinson	Male	1/18/2003
	○	Zayne I	Wilkinson	Male	1/18/2003
	○	None of the above, create new EDUID			
Multiple Match	2222	**Mary**	**Stark**	**Female**	**5/13/2000**
	○	Mary	Stark	Female	5/13/2000
	○	Mary Jane	Stark	Female	5/13/2000
	●	Mary	Stark	Female	5/13/2000
	○	None of the above, create new EDUID			
Multiple Match		**Zayne**	**Wilkinson**	**Male**	**1/18/2003**
	●	Zayne Bobby	Wilkinson	Male	1/18/2003
	○	Zayne Isacc	Wilkinson	Male	1/18/2003
	○	Zayne	Wilkinson	Male	1/18/2003
	○	Zayne I	Wilkinson	Male	1/18/2003
	○	None of the above, create new EDUID			
Multiple Match		**Mary A**	**Stark**	**Female**	**5/13/2000**
	○	Mary	Stark	Female	5/13/2000
	○	Mary Jane	Stark	Female	5/13/2000
	○	Mary	Stark	Female	5/13/2000
	●	None of the above, create new EDUID			

[Select] [Cancel]

Complete Results

- Once all the Issues have been resolved, the complete and full set of results will be available for download

EduId - University of Idaho

Name	School Year	Upload Begun	Status	
EduId	(n/a)	11/29/2010 1:58:41 PM	Complete	Results

File Name	Uploaded Date	Status	View	Warnings	Errors
EduId_Test-prod.csv	11/29/2010 2:30:35 PM	Valid			

Errors

- During the upload process, the file format is validated. If a required field is missing, the record will error out and cause the entire file to stop processing. The file upload status will be Started.

- You will need to fix the file and upload it again.

- Snap shot of upload history – the record with the status Started is the entry for the file above that has the row errors

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:37:43 PM	Started

Upload File

File Name	Uploaded Date	Status	View	Warnings	Errors
EduId_Test_error.csv	11/1/2010 2:37:43 PM	Invalid	View Row Problems		1 rows had errors.

University of Idaho

Name	School Year	Allowed Upload Dates	Upload Begun	Status
EduId	(n/a)	9/24/2010 -		Waiting For Upload
EduId	(n/a)	9/24/2010 -	11/1/2010 2:52:14 PM	Started
EduId	(n/a)	9/24/2010 -	11/1/2010 2:37:43 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 2:29:01 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 2:23:54 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 1:22:28 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 1:12:44 PM	Complete - Results